

Sample online application for: POLICE OFFICER - RECRUIT ONLY



These requirements are for the Position of Police Officer-Recruit with the Lexington Police Department. To be considered for this position, it is important to read the following:

- 1. You must complete the specified portion of the application and submit it before you attend the written exam.
- 2. You must register a username and create a password to login to the application.
- 3. Resumes are not accepted for Police Officer-Recruit applicants at this time.
- 4. Complete ONLY the "MY PROFILE" portion of the online application (First & Last Name, Street Address, Email and Phone Number) at this time.
- 5. Click "Submit" after completing your profile. Complete Self Identification Details and Terms and Agreements. Click "Submit" again.
- 6. You will receive a confirmation email from Peoplesoft@Peoplesoft.com after your application has been submitted to the email address you provided. This is a generic and automated response from LFUCG.
- 7. Your confirmation email registers you automatically for the written exam.
- 8. After successfully passing the written exam, a more extensive application will be required.

Go to the following web page to begin:

Web Page: http://www.lexingtonky.gov/index.aspx?page=1909

Career Opportunities

WELCOME!

Thank you for interest in employment opportunities with the Lexington Fayette Urban County Government (LFUCG). The purpose of this website is to provide applicants with an electronic system for submitting applications. The website will allow you to search for positions, apply, and submit an application online.

Employment Help

8th Floor
Government Center
200 East Main Street
Lexington, KY 40507

Tel: (859) 258-3030

jobs@lexingtonky.gov

Applying for a Job or Updating Your Profile:

You may apply for jobs or enter your application profile information. You may revisit the site at any time to check for available jobs and/or update your profile information. Please note: Application profile data will remain active for a period of one (1) year from the date of submission.

Click here for more information on Applying for a Job

View Current Job Openings:

To view our current job openings, log on to https://jobs.lexingtonky.gov.



The LFUCG is an Equal Employment Opportunity (EEO) employer, and as such is committed to nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity in hiring, promotion, discharge, pay and other aspects of employment.

To obtain a copy of our most recent EEOP Utilization Report, please contact the Division of Human Resources.

Last updated:

Jobs with the Lexington-Fayette Urban County Government

Thank you for your interest in Career opportunities with the Lexington Fayette Urban County Government.

IMPORTANT!

To be considered, it is important as an applicant to know and follow the instructions:

To be considered, it is important as an applicant to know and follow the instructions:

- You must complete the <u>entire</u> application before you submit. It is important that your application show all relevant information in the appropriate sections. Once you submit, you cannot go back and edit or change the application.
 - In Section one (1), you will be asked to provide your employment preferences.
 - In Section two (2), you will be asked to provide information about your education and work experience.
 - Note: Multiple positions with the same employer should be listed separately.
 - Section three (3) contains the application questionnaire specific to the position.
 - In Section four (4), you will be asked to provide references and addresses.
 - In Section five (5), you will be asked to provide military service information (if applicable).
- Resumes cannot be substituted for an application, but may be uploaded as an attachment.
 Required documents to verify your education, training or certification/licenses, may also be uploaded as attachments when requested.
- Only those applicants who are invited to test and/or interview for the position which they have applied will be contacted unless specified in the job posting. For questions concerning the minimum qualifications for the position, please refer to the job posting.
- The Jobs site will be unavailable from 9 pm to 12:30 am Friday evenings.

NOTE:

An incomplete application, missing documents or false information may result in disqualification.

By clicking the link below I agree that I have read and understood the instructions above regarding the application requirements.

Please note: Our online application system is certified with Internet Explorer. Other browsers may experience less than optimal results.



FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES AT (859) 258-3030

Equal Opportunity Employer

Careers Create username and password first

Enter your user name and password to login. If you have not yet registered, click here to Register.

Keywords: Police Officer				
Posted: <u>Anytime or Last 3 months</u> (Use drop down list) Click "Search" button				
Basic Job Search	Login			
Keywords: Police Officer	User Name:			
Posted: Anytime	Password:			
Search Advanced Search Search Tips	Login Help Register Now			

Latest Job Postings					
				First Previous Next Last	
Selec	t <u>Date</u>	Job Title	Job ID	<u>Location</u>	
	11/26/2014	Community Corrections Officer - REVISED	2241	Fayette County	
	11/23/2014	Mechanic (Water Quality and Waste Management)	2256	Fayette County	
	11/23/2014	Electrician (Water Quality) West Hickman	2255	Fayette County	
	11/23/2014	Administrative Specialist (Police)	2253	Fayette County	
Select All Deselect All Save Jobs Apply Now					

You can scroll through job postings by using the "Next" button

Apply now without adding a job

If you do not see a position you would like at this time, please feel free to continue entering your application profile information. You may revisit the site at any time to check for available jobs and/or update your profile information. Please note: Application profile data will remain active for a period of one (1) year from the date of submission.

Search results should look similar to this page.

Job Search



Click on job title to view eligibilty requirements.

Return to Previous Page

Register

Enter your new user name and password.

Enter Registration Information				
*User Name	JSmith45			
*Password	•••••			
*Confirm Password	•••••			
Register	Return to Previous Page			

You must login or register in order to continue. If you have not yet registered, click here to Register. Login User Name: JSmith45 Password: Login Login Help Register Now

Choose Resume

A resume is not required for Police Recruits.

Select "Apply without using a resume".

Click "Continue".

Resume Options

Resumes cannot be substituted for an application, but may be uploaded as an attachment.

Copy and paste resume text

Dipload a new resume

Apply without using a resume

Continue

Return to Previous Page

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout

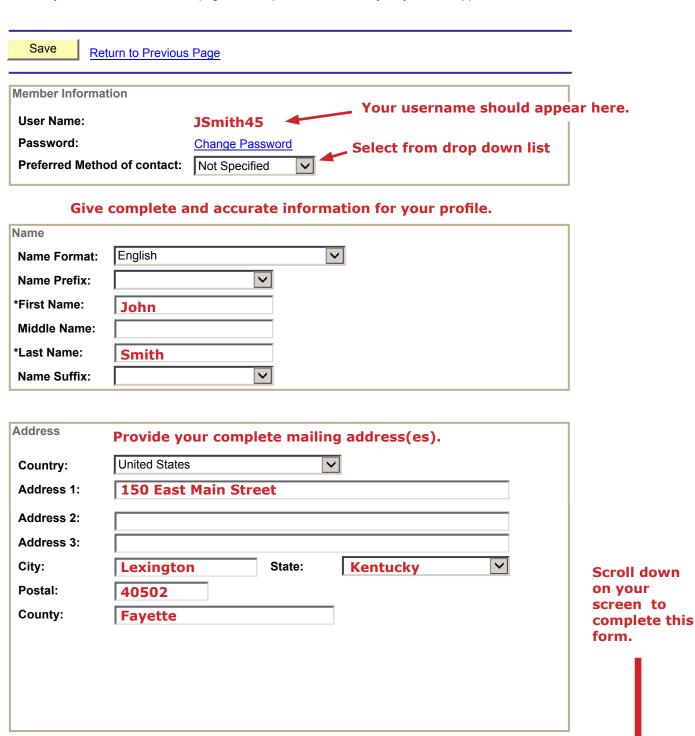
My Profile

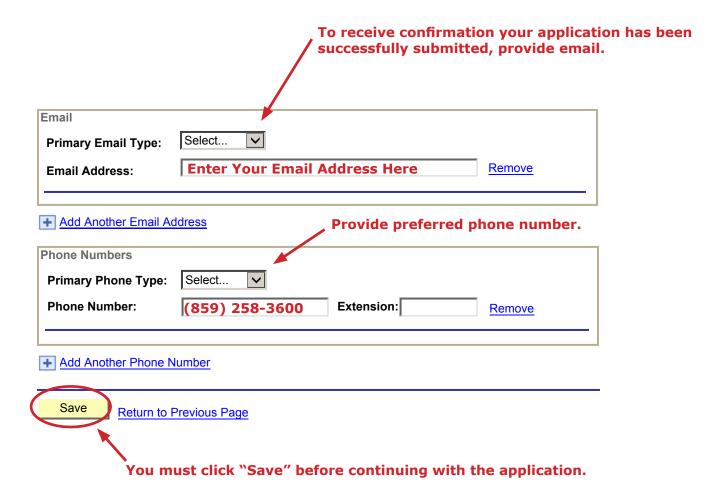
Email

Briman, Email Type

Select

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.





Complete Application

Click Submit

You are applying for:

Police Officer - Recruit Remove

Add Another Job to Application

You have not added any resume to your application.

Use a Different Resume

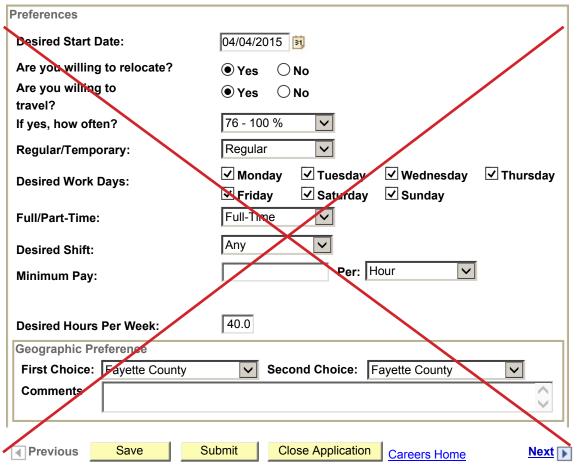
John Smith

Edit Profile



Preferences Education and Work Experience Application Questionnaire Applicant References Military Service

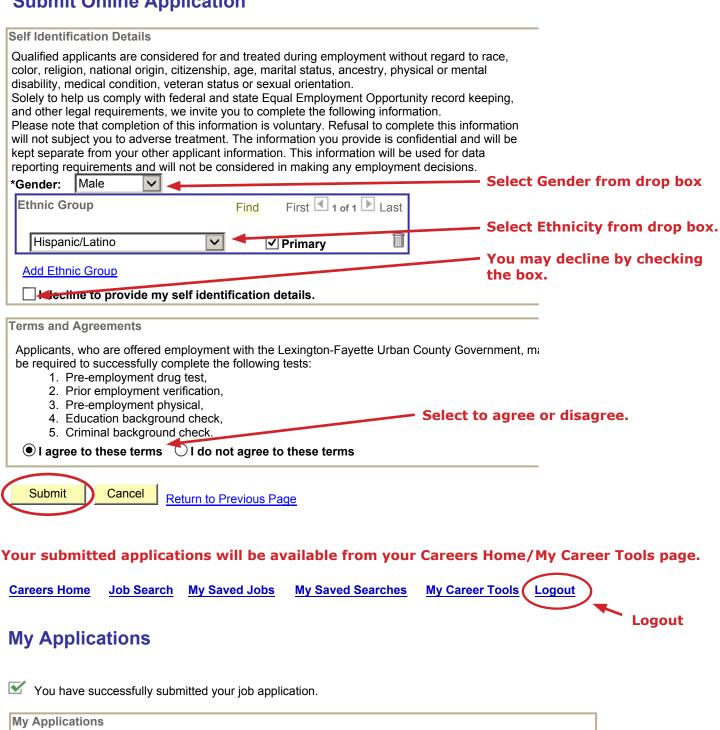
STOP!! Police Officer-Recruit applicants do not need to go beyond this point.

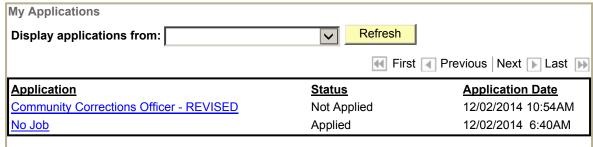


After selecting "Submit", two sections will appear:

- **Self Identification Details**
- **Terms and Agreements**

Submit Online Application





Present the confirmation email during check-in for the written exam (digital or printed proof accepted).

The confirmation email that you will receive looks like this:

From: Peoplesoft@Peoplesoft.com
To: Applicant's email address

Subject: Your online application has been submitted

(Please Note: This message was automatically generated. Please do not respond.)

Dear John Smith,

Thank you for expressing an interest in the following position(s) submitted on <u>date</u>:

2102 - Police Officer - Recruit

We will review your background to determine if your qualifications are comparable to the posting requirements. Only those applicants who are invited to test and/or interview for this position will be contacted.

However, please note that an incomplete application will be rejected. Therefore, unless otherwise specified in the job posting, ensure you have thoroughly completed ALL sections of the application, including any questionnaire that is present for a position.

To review your information, click the following link.

https://jobs.lexingtonky.gov/psc/candidate/EMPLOYEE/HRMS/c/HRS HRAM.HRS CE.GBL?Page=HRS CE HM PRE&Action=A&SiteId=1

Thank you for applying with the Lexington Police Department. If you have any questions, contact a recruiter at:

Email: joinlexpd@lexingtonpolice.ky.gov Phone: (859) 425-2325 or 1 (800) 755-6939

- You are automatically registered to take the written exam after you submit your completed application by the posted deadline.
- Check the Lexington Police Employment Procedures web page to see available testing dates: http://www.lexingtonky.gov/index.aspx?page=3529